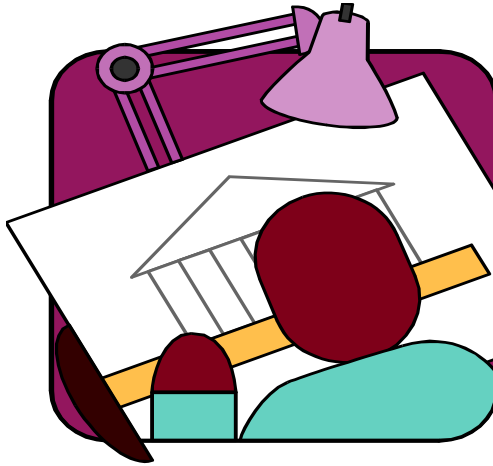


**Office of Central Inspection
City of Wichita
Plan Review Section**

Plan Submittal



Plan Submittal Information Sheet

Project Valuation

Project Plans

Code Sheet

Site Plans

Architectural Plans

Structural Plans

Mechanical Plans

Plumbing Plans

Electrical Plans

Submission Package:

The basic complete submission package should include the following:

Plan Submittal Information Sheet:

- ◆ Project Name
- ◆ Project Address
- ◆ Project Valuation
- ◆ Legal Description
- ◆ Project contact information (name, address & phone number) for the Architect, Contractor and Owner
- ◆ Parcel Size/Impervious area
- ◆ Description of work
- ◆ Number of Stories
- ◆ Height of building
- ◆ Occupancy Group
- ◆ Construction Type
- ◆ Allowable area calculations
- ◆ Building area
- ◆ Parking information
- ◆ Preliminary review information

Project Valuation:

- ◆ Total construction cost including, finishes work, painting, roofing, electrical, plumbing, mechanical, elevators, fire extinguishing systems and other permanent equipment.
- ◆ Provide construction contract or
- ◆ Price Verification form or
- ◆ Contractor's estimate or
- ◆ Building Valuation Tables.
- ◆ Separate valuation for each building

Project Plans:

Plans and specifications shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the adopted codes, relevant laws, ordinances, rules and regulations.

- ◆ Three complete sets of plans
- ◆ Three additional site utility/drainage plans
- ◆ One site plan with impervious area calculations
- ◆ One specification book
- ◆ Drawings shall be legible, drawn to scale and dimensioned
- ◆ Minimum sheet size of 18" x 24"
- ◆ Sealed by Architect and Engineers
- ◆ Number of off-street parking spaces
- ◆ Number of anticipated employees
- ◆ Number of seats in assembly areas, if applicable
- ◆ Number of dwelling units, hotel/motel or motel units, if applicable
- ◆ Number of Students/teachers, if applicable

Code Plan:

A code sheet provides an analysis by the design professional of the life safety issues associated with the proposed construction project. See separate brochure entitled "Code Plan" for details.

Site Plans:

See separate brochure entitled “Project Plans” for details.

Architectural Plans:

Must be sealed by an Architect licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Structural Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Mechanical Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Plumbing Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Electrical Plans:

Must be sealed by an Engineer licensed by the State of Kansas. See separate brochure entitled “Project Plans” for details.

Specialty plans:

- ◆ Tenant lease plan: Two copies for all new multi-tenant buildings, submit to OCI
- ◆ Landscape plans: Five copies minimum, Eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to Planning Department, 10th floor, City Hall
- ◆ Fire alarm and/or smoke detection plans: Five copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall
- ◆ Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall
- ◆ Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI

How to Contact Us

Our Mailing Address:

Office of Central Inspection (OCI)
7th Floor, City Hall
455 N. Main
Wichita, Kansas 67202

Phone Numbers:

Administration: (316) 268-4460
License/Trade permits: (316) 268-4413
Sewer Permits: (316) 268-4341
Permit desk: (316) 268-4461
Plan Review:
Local: (316) 268-4477
Out of State: 1-800-591-0938
Building Inspection: (316) 268-4648
Mechanical Inspection: (316) 268-4473
Plumbing Inspection: (316) 268-4471
Electrical Inspection: (316) 268-4465
Elevator Inspection: (316) 268-4462
Neighborhood Insp.: (316) 268-4481
Zoning/Signs: (316) 268-4479
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